

18 APR 1949

MEMORANDUM FOR: THE DIRECTOR OF PERSONNEL AND ADMINISTRATION  
Department of the Air Force  
The Pentagon  
Washington 25, D. C.

SUBJECT: Reserve Unit for Air Force Reserve Personnel  
Employed by the Central Intelligence Agency  
in Civilian Capacities.

REFERENCE: Memorandum, dtd 9 Feb 49 to the Director of  
Personnel and Administration, Department of  
the Air Force, from the Director of Central  
Intelligence. Registry No. O-3170.

1. On or about 9 February 1949, a Secret memorandum as  
cited above was dispatched to the Director of Personnel and  
Administration, Department of the Air Force.

2. It is requested that the document be declassified to  
an unrestricted category to expedite handling.

*to ER*  
*Signed - to be done by*  
R. E. WILLENROETTER *Hand Management*  
Rear Admiral, USN  
Director of Central Intelligence *4-18-49*

1 Attach.

Cy Memo dtd 9 Feb 49

JDA:mgd

M - 4/14/49

Central Records  
Management Chrono  
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6-3170

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9 FEB 1949

MEMORANDUM FOR: THE DIRECTOR OF PERSONNEL AND ADMINISTRATION  
Department of the Air Force  
The Pentagon  
Washington 25, D. C.

SUBJECT: Reserve Unit for Air Force Reserve Personnel  
Employed by the Central Intelligence Agency  
in Civilian Capacities.

1. It is considered desirable to provide Reserve Officer Personnel employed by the Central Intelligence Agency in civilian capacities with a training program in a unit maintained by the Agency. As a considerable proportion of our reserve personnel hold responsible Agency positions, it is believed that the best interest of both the Agency and the Air Force would be served by this means.

2. a. Our basic reserve policy is to maintain CIA mobilization assignments for our reserve personnel and to make provision for their affiliation with an active reserve group to provide for inactive duty training pay, promotion opportunity, maintenance of active reserve standing, retirement credits and active duty training.

b. (1) The establishment of a CIA unit is recommended as an active T of D unit or active reserve group which would operate under the auspices of the Department of the Air Force and the Directorate of Intelligence, U. S. Air Force.

(2) The T/O of this unit or equivalent should be established at 15 per cent over the number of each grade indicated below:

Colonel	6	
Lt. Colonel	8	
Major	13	
Captain	16	
Lieutenant (1st)	4	
Lieutenant (2nd)	1	48
Master Sgt.	1	
Technical Sgt.	2	
Staff Sgt.	1	
Sgt.	2	
Cpl.	0	
Pfc.	1	
Pvt.	0	

Total

7

55

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PERSONNEL

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- Note: (1) These figures represent the actual grades now held by Air Force Reserve personnel who are civilian employees of CIA and include such employees of the Department of State and the Government Printing Office who are detailed to duty with CIA. CIA has requested mobilization assignment for this personnel with the approval of those agencies.
- (2) The Roster, Annex B, is the up-to-date Roster of CIA Air Force Reserve personnel and supersedes all other lists previously submitted. All changes are reported monthly.
3. The Department of the Army has authorized the establishment of an Army Reserve training unit such as the one requested in this memorandum, and negotiations for a similar training unit for Naval Reserve personnel who are employed in civilian capacities by this Agency are being initiated with the Navy Department.
- a. CIA will prepare and submit to the Department of the Air Force, 90 days in advance of effective dates, schedules of inactive duty training for each six-month period, for approval or correction.
- b. Approved CIA programs will be conducted by CIA personnel and/or selected individuals from other sources. CIA will provide necessary facilities at no cost to the Air Force except for such training materials as may be available for loan.
- c. All administrative support (payroll, attendance records, etc.) will be maintained in accordance with existing Department of the Air Force instructions by the military detachment now on duty with CIA.
- d. Semi-annually, or as requested by the Department of the Air Force, CIA will submit the names of those reserve officers and enlisted men who have applied for active duty training, including information as to reserve standing and any other pertinent information desired. From this group the Department of the Air Force may select individuals for active duty training within quota or monetary limitations. Selections from within CIA will be based upon the Department of the Air Force standards.
- e. CIA will be prepared to provide a 14-day active duty training program within the Agency for CIA reserve personnel with the understanding that such personnel will be trained in the field of intelligence and in other than their CIA assignments. All Air Force regulations and policies regarding reserve personnel will be carefully followed by the CIA unit.
5. It is recommended that a CIA training organization in Washing-

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ten be established with positions for 55 officers and 8 enlisted men. These figures which are 15 per cent over actual strength are for initial organization purposes pending experience in numbers of those who will actively participate in the program.

6. It is requested that the Department of the Air Force arrange for the training of the five reserve officers who are assigned to continental U. S. field activities outside of Washington. The names and addresses of these individuals are furnished in Annex A. There is no objection to active duty training of those individuals with CIA activities. Also, if considered desirable, we would welcome any plan which would enable us to include such individuals in our Washington unit for assignment, promotion and active duty purposes.

7. Air Force reserve personnel who may be stationed overseas will be instructed to seek such training as may be available through adjacent Air Force Units or Air Attaches of the nearest location.

8. This proposal is based upon the desire of the Central Intelligence Agency that reserve officers and enlisted men assigned to the Agency in civilian capacities remain active and interested in reserve affairs. It is also believed that the best method of maintaining a tangible tie with the Armed Services is to foster active participation of such individuals in reserve training.

signed *V dispatched*  
2/9/49

R. H. HILLENKOTTER  
Rear Admiral, USN  
Director of Central Intelligence

2 Encl.

1. Annex A - List of names and addresses.
2. Annex B - Roster of CIA AF Personnel.

M-JDA(DK):mgd - 2/8/49

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